



9350 Bond Avenue
El Cajon, CA 92021
Tel: 619-443-8295
Fax: 619-443-8613

April 27, 2017

(b) (6)

Assistant Counsel, Acquisition Integrity Office
720 Kennon Street SE, Bldg. 36, Room 214
Washington Navy Yard, DC 20374-5012

RE: *Follow up to letter received 4-14-17*

Dear Mr. (b) (6)

Pursuant to Catherine Kessmeir's April 17, 2017 letter, GET Engineering (GET) offers the following response:

Key Personnel

Following are the key personnel of GET and a brief description of responsibilities:

Guille Tuttle - Chief Executive Officer (CEO) and the Chairman of the Board of Directors
Ms. Tuttle makes the key decisions regarding finance, policy and strategic direction of GET. She has been a key part of GET since 1982.

Leslie Adams -- Chief Operating Officer (COO) – I have been with GET for 30 years and I am responsible for the day to day operations of the company. The managers of Finance, Production, QA, Engineering and Sales all directly report to me. I assist Ms. Tuttle with the development of strategic initiatives for the company and the reporting of the company's condition to the Board of Directors. I am a member of the National Contract Management Association, Association of Government Accounting, Women in Defense (WID), National Defense Industrial Association and the Armed Forces Communications and Electronics Association.

(b) (6) – Production Manager – Ms. (b) (6) has been with GET for 30 years and is responsible for all aspects of the production department including production schedules, production personnel, equipment and training. Ms. (b) (6) is also the Facility Security Officer and Export Officer which requires continual training on ITAR regulations by the U.S. State Department and Facility Security training by the Defense Security Service (DSS).

Sharon Bakun – Director of Accounting – Ms. Bakun has been with GET for 10 years and is responsible for all aspects of finance for the Corporation. Her responsibilities include reporting the financial condition of the company to me, the CEO and Board of Directors. Ms. Bakun has over 20 years in the accounting field and has a BS in Business Accounting. Ms. Bakun is a member of the Association of Government Accountants and attends continual training throughout the year.

(b) (6) – Director of Product Development – Mr. (b) (6) has been with GET for 16 years and is responsible for all aspects of new product development, proposal development and contract negotiations. He has over 20 years of experience as a Program Manager with Lockheed Martin. Mr. (b) (6) has a Master in Business Administration and Management Information Systems and a Bachelor of Business Administration, Information Systems. Mr. (b) (6) is a member of the National Defense Industrial Association and the Armed Forces Communications and Electronics Association.

(b) (6) – Quality Assurance – Mr. (b) (6) has been with GET for 29 years and is the Quality Assurance Manager. Mr. (b) (6) responsibilities include the consistent quality of our products by developing and enforcing good manufacturing practices, processes and documentation. Mr. (b) (6) is certified as an instructor in the IPC-A-610 and WHMA-A-620 workmanship standards.

(b) (6) – Technical Director – Mr. (b) (6) is the Technical Director, responsible for overseeing the engineering staff, support on technical proposals, SIBRs and new market strategies. He has over 20 years of experience in managing large government programs and has been employed with GET for 1 year. Mr. (b) (6) has a Ph.D. Physics, M.A. Physics, and B.S. Applied Physics with specialties in Material Science and Chemistry.

Training Plan

GET is a member of the following professional organizations:

1. The National Contract Management Association
2. The Association of Government Accounting
3. Women in Defense
4. National Defense Industrial Association
5. Armed Forces Communications and Electronics Association

Additionally, GET recently submitted an application for membership in the Defense Industry Initiative, an organization suggested by Mr. Hadji.

Key GET personnel will attend training offered by the above organizations as well as utilizing available online resources from these organizations, including the following:

1. Best Practices Webinars offered by DII;
2. Ethics Training online courses offered by DII;

3. Industry Model Code of Conduct online seminar offered by DII;
4. ECRS: Ethics for Contract Management Professionals offered by NCMA;
5. ECRS: Contracts Management- Contractual Terms & Conditions offered by NCMA

GET will require continuing education of its key personnel as part of their duties when courses become available and apply to the various functions in each department.

In May 2017 and in November 2017 I will be attending the following courses offered by Federal Publications Seminars:

1. A week long training on FARS and DFARS;
2. A course on the Administration of Government Contracts Management.

Federal Publications Seminars is an approved provider with accreditation through the National Contract Management Association (NCMA), National Association of State Boards of Accountancy (NASBA), Continuing Legal Education (CLE), Continuing Professional Education (CPE), and AIA Continuing Education System (AIA/CES). The Administration of Government Contracts Management course is designed to explain the legal and regulatory foundations of federal government contract administration. After each course that I attend, I will hold an in-house training for key personnel in order to pass on what I have learned.

In addition to the above, large prime contractors, such as Raytheon and Lockheed, offer webinars throughout the year on subjects such as Ethics Resources for Suppliers. I have attended many of these and will continue to take advantage of these resources. In addition, I will require other key personnel involved in contract administration, bidding and marketing to register for these online courses.

Contracting Advice

GET has a consulting contract in place with (b) (6) who is an expert in government contracting. Formerly a Contract Specialist with SPAWAR San Diego, Ms. (b) (6) has over 20 years of public contracting experience and has worked extensively in the defense industry. In particular, she has an extensive knowledge of contracting with the Navy. We will utilize Ms. (b) (6) services in the areas of marketing, bidding and contract compliance.

GET will utilize the services of Devaney Pate Morris & Cameron LLP of San Diego to provide legal advice on issues arising concerning FARS as well as contract issues. We will seek legal advice from DPMC concerning contract issues on a regular basis including the review of bidding documents to ensure compliance as well as the review of contract documents.

It is also GET's plan to hire an in-house Contract Specialist within the next six months. GET will also appoint a Compliance Officer who will oversee contract compliance as well as ethics compliance within the organization.

Reps and Certs

Ms. Tuttle has determined that, going forward, GET Engineering's Business Classification/Status will be as a Small Business only. The following steps will be taken to change our Representations and Certifications with the following government agencies and our customers.

1. Update our entity in the System for Award Management (SAM) to Small Business only. Remove WOSB status.
2. Contact our General Services Administration (GSA) Contracting Official by letter and email to update our GSA Federal Supply contract to Small Business only. Remove WOSB status.
3. Update our entity on the Seaport E portal to Small Business only. Remove WOSB status.
4. Exostar is the supply chain management supplier portal that Raytheon, Lockheed and Boeing use for suppliers to update their Representatives and Certifications. I will update our entity to Small Business only. Remove WOSB status.
5. Update online Representatives and Certifications for U.S. and Canadian customers who have purchased from GET in the last three years to Small Business only. Remove WOSB status.
6. Via letter, notify our U.S. and Canadian customers who have purchased from GET in the last three years and who do not have online portals that we are a Small Business only. Remove WOSB status. International customers do not require Representations and Certifications.
7. Update our entity on the Navy SBIR/STTR database that GET is a Small Business only. Remove WOSB status.

Remedial Action

In our decision to represent ourselves as a Small Business only, we will take the following steps to insure our customers, GET personnel and GET Product Representatives completely understand this change.

1. Remove Small Business Woman Owned wording from the website "About Us" page and only state Small Business.
2. Remove Small Business Woman Owned wording on all trade show and marketing materials and only state Small Business.
3. Hold in-house training to ensure that GET staff and our Product Representatives understand the change from WOSB to Small Business and that WOSB is not to be used on any marketing or sales materials or represented to existing or potential customers in any way.
4. Ms. Tuttle and I will put into place a Business Ethics and Compliance program based upon the model adopted by the Defense Industry Initiative (DII). Once in place,

company-wide training will be given including the Board of Directors. Refresher training will be given annually.

GET key personnel, advisors and consultants will monitor each contract undertaken by GET to ensure compliance with all applicable laws and regulations. When irregularities are identified, GET will take immediate corrective action and, when required, notify the appropriate contracting agencies.

GET is committed to complying with the law. The company's goal is to be a highly trusted defense contractor supplying products that meet the needs of our client and that perform above expectations. The company never intended to misrepresent itself improperly. The Board of Directors, Ms. Tuttle, key staff and I will work diligently to ensure that this type of misclassification doesn't occur in the future. We greatly appreciate the opportunity given us to make these changes. If you have any questions, or if you have additional suggestions to make us a better contractor, please call me.

Sincerely,

Leslie Adams
Chief Operating Officer

(b) (6) [.com](#)
(b) (6)

cc: (b) (6), Esq., Devaney Pate Morris & Cameron LLP